



Calhoun County Public Health Department Certified Manager Class

The Calhoun County Public Health Department (CCPHD) is providing a Certified Manager Class. This class meets all the requirements of Michigan's Food Code for a certified manager in food service facilities. Michigan's Food Code and Calhoun County's Ordinance requires licensed food service establishments to have at least one certified manager on-site during their operation. To gain certification a manager must successfully complete a nationally accredited exam.

The requirement for a certified manager is intended to protect the public's health by greatly reducing the risk of foodborne illness. One of the major causes of food related illness is the lack of knowledge in food service workers – what workers do, or in some cases, do not do. The Centers for Disease Control (CDC) estimates that 76 million people in the U.S. each year are sickened, including 323,000 people requiring hospitalization and 5,000 deaths. Much of this can be prevented by providing education to food service workers.

The Certified Manager Class is appropriate for individuals who directly supervise food service employees in the day-to-day operation or who develop standard operating procedures (S.O.P.s) and H.A.C.C.P. based recipes for their operation. The class is also appropriate for anyone interested in gaining a valuable credential for a job search.

The eight-hour class is from 8:00 a.m. - 5:00 p.m. (lunch from 12 to 1 on your own) on the third Thursday of each month. Classes are held in the CCPHD office located in the George W. Toeller Building, 190 E. Michigan Avenue, Battle Creek. The Certified Manager Class fee is \$77 and is non-refundable. **Payment is required prior to class** to reserve your place. Payment can be made over the phone with your credit card or by mailing in the form with a check payable to CCPHD. Cash payment requires the exact amount, as we do not carry change. Early registration is recommended. If you are unable to attend and would like to transfer your registration to another class date, a 48 hour notice must be given to CCPHD to transfer.

Please bring #2 pencils for the exam and note-taking materials. Upon successful completion of the class, a certificate provided by Prometric will be sent to you and is valid in all 50 states for five years.

If you would like to prepare for the class there is a class PowerPoint presentation that you can view during office hours by appointment: 7:00 a.m. – 12 noon and 1:00 p.m. – 5:00 p.m. (closed 12 – 1). We recommend you bring materials for note taking or you can use a Certified Manager book for a \$20.00 deposit. When the book is returned, you will receive your deposit back.

Participation in a Certified Manager Class provides a great opportunity to increase the efficiency of your facility, minimize the possibility of foodborne illness, and meet the requirements of Michigan's Food Law. If you have questions or would like to register for a class, please contact our office at 269-969-6341.

CLASS DATES FOR 2016 – 8:00 a.m. – 5:00 p.m. (lunch on your own at 12 -1)

Jan 21	Feb 18	Mar 17	Apr 21	May 19	June 16	July 21	Aug. 18	Sept.15	Oct. 20	Nov. 17	Dec. 15
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X-----Return this portion with payment-----X

CLASS REQUESTED AND/OR SUBSCRIPTION

Company Name (if applicable) _____ Date Submitted _____

Contact Person _____ Phone # _____

Name of person(s) attending class _____ Class Date _____

Mailing Address _____ Fee Enclosed \$ _____

**MAIL TO: Calhoun County Public Health Department - EH
190 E. Michigan Ave.
Battle Creek, MI 49014**

Payment can be made by mail or in person prior to the class at the Calhoun County Public Health Department, Environmental Health, 190 E. Michigan Avenue, Battle Creek, MI 49014. Make check payable to CCPHD, or pay in person with correct amount of cash (office is closed from noon to 1 pm). You may also phone in your registration with your credit card number.